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Approved For Release 2003/08/27 : CIA-RDP78-04718A000500060055-2

Office Memorandum

UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

DATE: JUN 6 1952

FROM : Chief, Procurement and Supply

SUBJECT: Request for Increase in Table of Organization

1. In accordance with CIA Notice [] submitted herewith is the request and information pertaining to the need for additional personnel positions for the Procurement and Supply Office.

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2. An increase of 50 positions is requested. The present approved strength is [] of which [] are presently on duty, 41 in process, and 21 positions vacant. Attached hereto are Exhibits "A," "B," "C," and "D," indicating the organizational breakdown and the positions and grades requested, together with justification.

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3. During the reorganization of the Procurement and Supply Office, because of the imposition of a personnel ceiling, a certain proportion of the total positions requested had to be cut, necessitating decisions as to the most essential positions to be retained. The greater proportion of the cuts was made in the clerical category, along with several technical positions. Subsequent experience has indicated that a certain number of additional clerical positions is essential and that the present allocation is inadequate and out of proportion to the service required for the higher graded positions. Experience has also shown that the lack of a few technical and intermediate graded positions, previously cut, is having the effect of a loss of required services and efficiency in the over-all operation of the office.

4. In order that the operation of the Procurement and Supply Office be maintained at equivalent efficiency to meet increasing activity and requirements of the operating offices, and in order that this office be adequately staffed so as to provide a cadre of trained and experienced personnel to supplement the overseas requirements of the operating offices, it is felt that the present request is basic and reasonable. The total of 50 requested additional positions is considered as adequate to meet present and near-future requirements. It is believed, however, that our T/O should remain flexible to permit increase or decrease in line with the Agency's general requirements.

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P&SO/RCB:cc (5 June 1952)

[]
JAMES A. GARRISON

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* [] of Garrison's office says Mr. Wolf advised Mr. Garrison orally that Procurement could ignore Feb. ceiling and employ up to []

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